

How to make a PowerPoint Presentation

“Quick Version”

Begin by opening PowerPoint.
You can open it two ways:

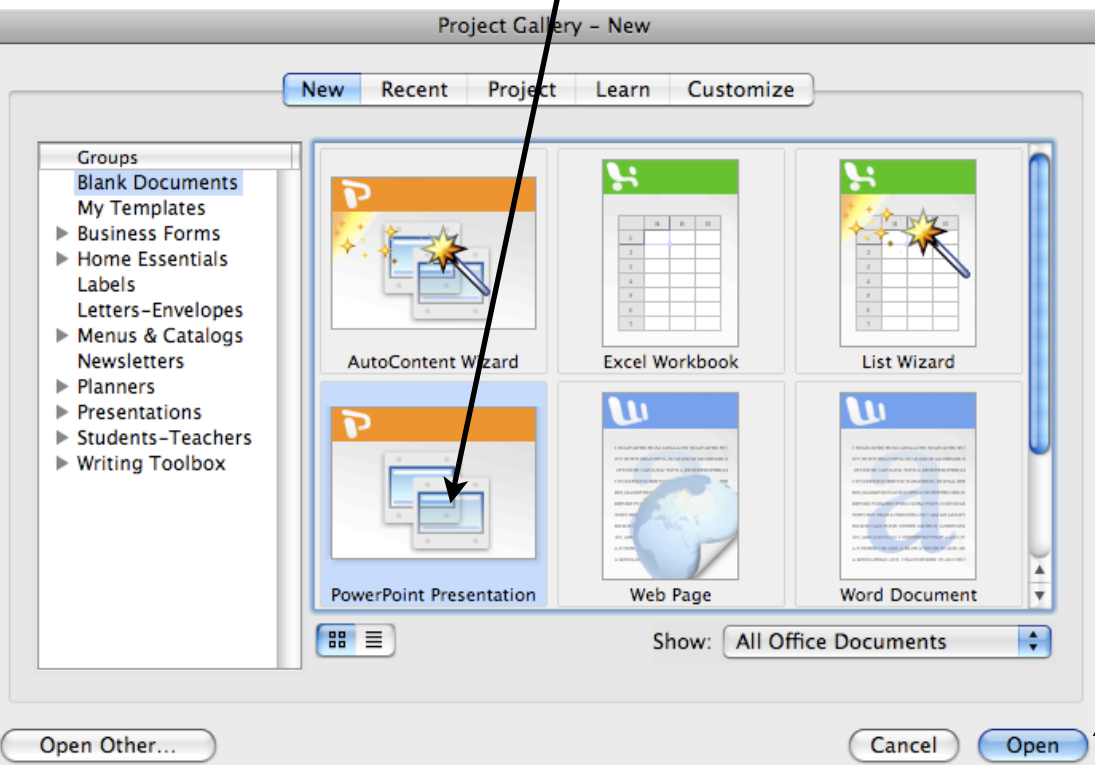
1. Find the PowerPoint icon in your dock. Click on it.



2. Go into your Applications folder. Click on Microsoft Office. Then click on Microsoft PowerPoint.

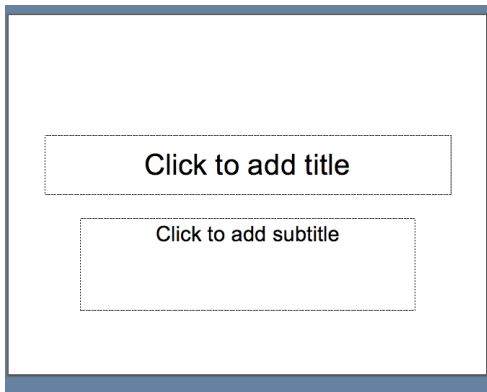


To begin a new project be sure you click on PowerPoint Presentation



Then Click “Open”

Step 1: Begin with a Title Page

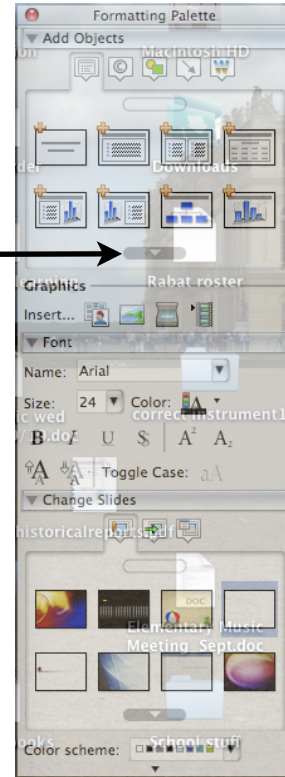


Type your title into the top box. If you have a subtitle it can be typed into the bottom box.

Step 2: Start a new slide

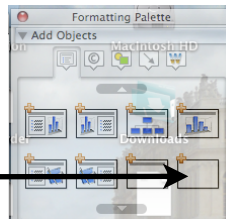
Choose the type of slide from the toolbar on the right side of the page. Click on the down arrow for the next set of choices

For ease, try using a blank slide



Step 3: Start a blank slide

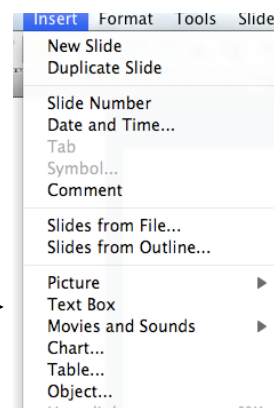
Click on the blank slide



Step 4: Add Text

Go to the "Insert" menu at the top of the page and click on "Textbox". Click on the slide and type your text.

Or you can simply double click anywhere on the slide and begin typing.



Step 5: Add a picture to your PowerPoint.

Go to google and type in “cat”.

Click and hold on one of the cat images and drag it onto your slide.

You can use pretty much any digital picture, pdf... on your computer. Just drag it onto the slide.

[Image results for cat](#) - [Report image](#)



[CAT: Summary for CATERPILLAR](#)

You can change the size of your picture by single clicking on it.

Then grab one of the corners and “stretch” the size of your picture.



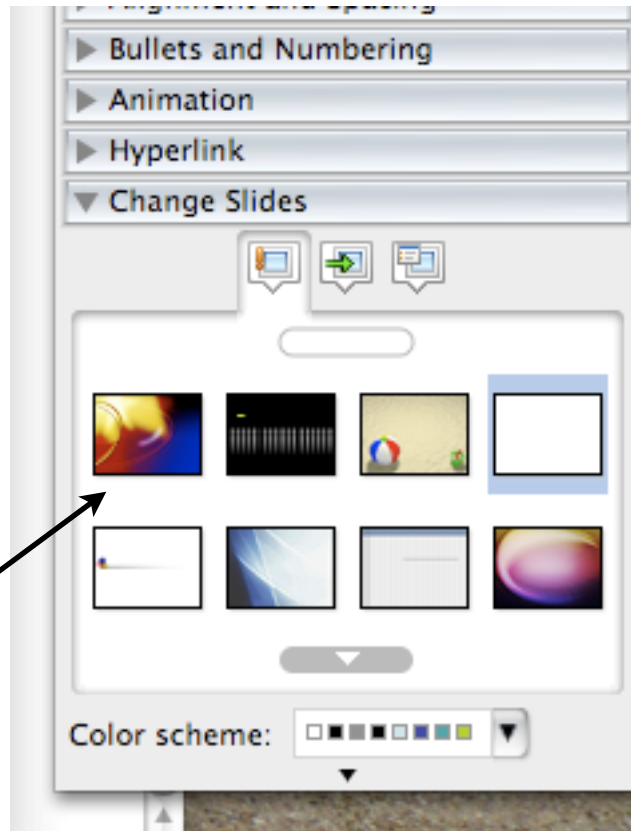
You can move the picture anywhere on your slide by clicking on the center of the picture and dragging it around the slide.



Changing the background of your slides:

On the right side of your screen at the bottom you are given some pre-set choices for your slide background.

When you click on the slide background pattern it will appear on your all of your slides.

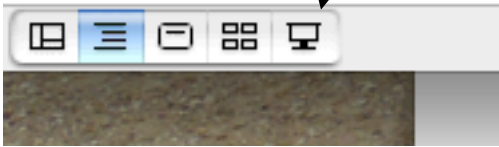


This will not affect anything you have typed on your slides. It will only affect the background of each slide.

Show your Powerpoint!!!

When you are ready to show off your new Powerpoint project look on the bottom left side of your screen. Click on the last icon on the right.

This will bring your Powerpoint into “presentation” mode.



To show each slide, just click the right arrow on the bottom of your keyboard.